



Tennessee's Title V Delinquency Prevention Program Application

under the
Juvenile Justice and Delinquency
Prevention Act

for

Fiscal Year 2003-2004



Tennessee Commission on Children and Youth, Authorization No. 31603, 150 copies, February 2003. This public document was promulgated at a cost of \$0.88 per copy.



STATE OF TENNESSEE
TENNESSEE COMMISSION ON CHILDREN AND YOUTH

Andrew Johnson Tower, Ninth Floor
710 James Robertson Parkway
Nashville, Tennessee 37243-0800
(615) 741-2633 (FAX) 741-5956
1-800-264-0904

Dear Applicant:

The Tennessee Commission on Children and Youth (TCCY) would like to thank you for your interest in applying for federal grant funds. We appreciate the work that you do to reduce juvenile delinquency in Tennessee.

The Commission members and staff have been working to streamline the TCCY grant review process for new applicants as well as those applying for continuation grants. We want to make it more effective and efficient for the agencies and organizations applying for grants and the Commission members and the staff reviewing the grants. The grant application training and instructions in the application package this year will reflect the revisions in the grant application process. **Please read them carefully.**

Listed below you will find specific information that you must keep in mind when completing your application. Strict adherence to these guidelines and the instructions in the application package will help to ensure that your application will be reviewed.

- **Face sheets must contain all necessary information.**
- **Project narrative must not exceed eight (8) pages.**
- **All instructions in the application package must be followed.**
- **No applications will be accepted after the specified deadline.**
- **Authorized signatures and telephone numbers must be on the original application and signed in blue ink.**
- **Pages must be numbered and in order.**
- **Extraneous information should not be attached to the application because it may cause your application to be excluded from consideration.**

Your cooperation in following these guidelines will result in less time and effort for you to complete the application and a quicker review of applications by the Commission members and staff.

The TCCY Grant Review Committee looks forward to reviewing your grant application. Thank you for your willingness to improve the lives of children and youth in Tennessee.

Sincerely,

Linda K. Miller, Chair
TCCY Grant Review Committee



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MEMORANDUM:

TO: Title V Prevention Grant Applicants
FROM: Linda O'Neal, Executive Director
RE: Title V Prevention Grant Application Packets
DATE: March 2003

Attached is the application packet for Title V Prevention Grant program funding under the Juvenile Justice and Delinquency Prevention (JJDP) Act. This JJDP Act funding is administered by the Tennessee Commission on Children and Youth (TCCY). Title V funds are available only to counties which are in compliance with the core requirements of the JJDP Act. Listed are the following counties that are not eligible to apply for Title V funds for 2003: Bledsoe, Blount, Coffee, Davidson, Dyer, Henderson, Knox, Rhea and Rutherford.

This application is designed to make your submission of a proposal as easy as possible. You should read the entire application before you begin to write your proposal. Each section of the application has specific instructions.

Before you send the proposal to TCCY, complete the Project Application Checklist. This will ensure that you have provided all necessary information before submission. **Applications must be received in TCCY central office by 4:30 P.M. CST on April 11, 2003. Postmark date is not sufficient. Hand delivered applications will not be accepted after 4:30 P.M. CST on April 11, 2003. Late applications will not be accepted. If the application is sent by carrier, the applicant should retain a copy of the package tracking information so that the applicant can confirm delivery of its application and prove that the carrier did receive the application for guaranteed delivery by the application deadline.** You will receive confirmation of receipt of your proposal and notice of the number assigned to it.

The Grant Review Committee will meet in April 2003 to review applications. In addition to the quality of each proposal, issues of statewide distribution, prior funding history, etc. may also be considered in making funding decisions. The committee will make recommendations to the full Commission in May, and you will receive notification of that action. Approved projects will begin July 1, 2003.

If you have questions, please contact Zanira Whitfield or Debrah Stafford for information or technical assistance.

LO:ds

Attachment

TITLE V DELINQUENCY PREVENTION GRANTS

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TITLE V PREVENTION GRANTS

I. General Information

The Tennessee Commission on Children and Youth (TCCY) will annually award Title V Prevention Grants with funds provided through the Juvenile Justice and Delinquency Prevention (JJDP) Act. Title V funds are start up grants intended to provide an incentive for development of delinquency prevention programs at the local level. Grants are awarded for one year and are renewable up to three years.

Renewal is not automatic. All applicants (continuation and new) must submit an application each year. Renewal is contingent on satisfactory performance and on the availability of funds. Future funding is dependent upon Congressional action. Title V funds may not be used to replace eliminated or reduced funds from other sources.

The objectives of the program are:

1. To form coalitions within communities that will mobilize the community and direct delinquency prevention efforts;
2. To identify those known delinquency risk factors which are present in communities;
3. To identify protective factors which will counteract identified risk factors, and develop local comprehensive, delinquency prevention plans to strengthen these protective factors;
4. To develop local comprehensive, delinquency prevention strategies which use and coordinate Federal, State, local and private resources for establishing a client-centered continuum of services for at-risk children and their families, including collaborative efforts under the Governor's Prevention Initiative for children; and
5. To implement the delinquency prevention strategies, monitor their progress, and modify the plans as needed.

The information which follows is intended to facilitate the writing of your grant application. Included are the answers to the most frequently asked questions about application content. Also included are guidelines for allowable budget items and specific project components which will not be funded. **All pages of the document and narrative portion of the Request for Proposal (RFP) should be no more than 30 pages.**

Additionally, all grantees are expected to have regular contact with the Title V Juvenile Justice Specialist for their region, the TCCY Regional Coordinator in their area, and to participate in Regional Council activities. Grantees may be asked to make at least one presentation to the Tennessee Commission on Children and Youth relative to project progress and activities.

1. PURPOSE OF TITLE V PREVENTION GRANT PROGRAM:

The purpose of TCCY's Title V Delinquency Prevention Grant Program is to reduce delinquency and youth violence by supporting communities. Children, families, neighborhoods, and institutions are provided the knowledge, skills, and opportunities necessary to foster a healthy and nurturing environment which supports the growth and development of productive and responsible citizens. The use of Title V funds is intended to provide an incentive to plan and implement delinquency prevention programs at the local level.

2. ELIGIBILITY OF NEW AND CONTINUATION PROJECTS:

Entities eligible to apply for initial Title V Delinquency Prevention Grant funds shall include units of local government who meet the criteria for certification of de minimis compliance with the core requirements of the JJDP Act. The Act requires the deinstitutionalization of status offenders, the removal of juveniles from adult jails, the separation of juveniles from adult offenders, and that adequate effort be made to assess and address disproportionate minority confinement. Compliance shall be determined based on the annual monitoring report most recently submitted by TCCY and approved by OJJDP. Initial funding shall be for a period of not more than twelve (12) months, and renewable for up to three years. Continuation funding is contingent upon satisfactory performance, maintenance of de minimis compliance with the core requirements of the Act, and the availability of funds. Only one application per county will be accepted. It is up to the County Executive to select among competing agencies that propose services.

The Tennessee Commission on Children and Youth is authorized to establish additional eligibility criteria, to target specific types of communities, if needed, and to make the final decision on funding of individual applications. This includes the Request for Proposals, competitive review of applications, and award of subgrants. Funds shall be awarded annually and on a competitive basis. **Grantees must reapply each year.**

3. PREVENTION POLICY BOARD (PPB) REQUIREMENTS:

Applicants must have convened a Prevention Policy Board (PPB) consisting of no fewer than fifteen (15) and no more than twenty-one (21) members from the community, representing a balance of public agencies, private nonprofit organizations serving children, youth, and families, businesses and industries. The Prevention Policy Board must include, at a minimum, one or more members under the age of twenty-one (21), one or more parents or guardians with children who have had contact or are at risk of having contact with the juvenile justice system, one or more representatives from each of the following: juvenile court, education, the clergy, the Chamber of Commerce, and the Community Services Agency (CSA). Other representatives may include the health and mental health departments, child welfare and child protective services, probation/aftercare, employment, parent, family, and youth associations, law enforcement, recreation, public defenders, prosecutors, and private manufacturing and service sectors. The PPB must also consist of an overall membership that reflects the racial, ethnic, and cultural composition of the community's youth population. Units of local government may modify or enhance existing planning boards, plans and strategies to meet the requirements for Title V funding.

4. THREE YEAR PLAN:

Each unit of local government's application to TCCY must include a three-year plan describing the extent of risk factors identified in the community and how these risk factors will be addressed.

The three-year plan must, at a minimum, contain the following elements:

- a. The designation or formation of a local Prevention Policy Board (as prescribed above);
- b. Evidence of commitment of key community leaders to supporting a comprehensive delinquency prevention effort;
- c. Definition of the boundaries of the program's neighborhood or community;
- d. An assessment of the readiness of the community or neighborhood to adopt a comprehensive delinquency prevention strategy;
- e. An assessment of the prevalence of specific, identified delinquency risk factors in the community, including the establishment of baseline data for the risk factors. The assessment of risk factors must result in a list of priority risk factors to be addressed as determined and approved by the PPB;
- f. Identification of available resources and a description of how they address identified risk factors, and an assessment of gaps in needed resources and a description of how to address them;
- g. A strategy, including goals, objectives, and a timetable, for mobilizing the community to assume responsibility for delinquency prevention, including ways of involving the private nonprofit and business sectors in delinquency prevention activities;
- h. A strategy, including goals, objectives, and a timetable, for obtaining and coordinating identified resources that will address the priority risk factors, including a plan for the coordination of services for at-risk youth and their families;
- i. A description of how awarded funds and matching resources will be used to accomplish stated goals and objectives by purchasing services and goods and leveraging other resources, including a budget which lists planned expenditures;
- j. A description of how the PPB will provide general oversight for developing the plan, approving the plan prior to submission to TCCY, and making recommendations to the responsible local agency for the distribution of funds and evaluation of funded activities;
- k. A plan for collecting data for the measurement of performance and outcome of project activities.
- l. Specific outline designating potential sources of funding once Title V funds are no longer available.

5. MATCHING FUNDS SCHEDULE:

Each year grantees will assume a share of the project's cost. A 50 percent match of the total federal funds requested is required of each applicant. The match, which equals 50 cents on the dollar, in cash or in-kind is necessary for all local projects.

The cash match may include funding provided by units of local government and time of employees of the grantee who provide service to the project but who are not being compensated by grant funds. Federal Formula Grant funds cannot be used as match for Title V funds.

In-kind match is determined by the value of goods and services received and used in the program that do not have a money cost to the grantee. In-kind match may be provided by the grantee or donated by a third party, such as a volunteer or a public or private agency (i.e. time donated by a volunteer or other person not employed by the grantee, value of office space or equipment donated, etc.). Careful documentation of the value of such goods and services should be maintained by the grantee for audit purposes.

6. REQUESTS AND SUBMISSION OF APPLICATIONS:

All applications, revisions, and correspondence regarding grants shall be public information.

- (a) Application procedure. Applicants may request an application packet and certification of deminis compliance with the JJDP Act from the address listed below. Applications can also be assessed from TCCY's website www.state.tn.us/tccy.

Tennessee Commission on Children and Youth
Andrew Johnson Tower, Ninth Floor
710 James Robertson Parkway
Nashville, Tennessee 37243-0800

- (b) An original and fourteen (14) additional copies (a total of 15 copies) of the application must be submitted by the deadline established by the Commission. The original copy of the application must have original signatures (in blue ink) of persons authorized to enter into a contract. The original application and all copies should also include a copy of the risk and resource assessment summary and the list of the PPB members with each member's signature.

7. GRANT REVIEW PROCESS:

All grants shall be reviewed by TCCY staff and the Grant Review Committee of the Commission prior to submission to the full Commission for final approval or disapproval of funding.

8. PROJECT START DATE:

Projects funded with Title V Grant funds will begin **July 1 and end June 30** of the following year, unless they are designated by the Commission to begin at another time.

9. ALLOWABLE AND DISALLOWABLE EXPENDITURES:

Allowable costs may be determined by the OJARS M-7100-1-B guidelines. These guidelines are available for review in the office of the Tennessee Commission on Children and Youth. Title V funds cannot be used for supplanting of Federal, State, or local funds supporting existing programs or activities. Below are items which are not allowed as part of a grantee's Title V Delinquency Prevention Grant budget:

- land acquisition, capital improvements, or construction costs
- administrative costs
- indirect costs
- vehicle purchases or maintenance
- vehicle rental
- vehicle insurance
- membership fees or dues

The following items are allowed as part of a grantee's Title V Prevention Grant budget:

- nutritious food items; not intended to cover full course meals or banquets
- incentives (T-shirts, plaques, etc.) which are consistent with program goals
- program participant transportation if it is consistent with program goals and in compliance with state travel regulations (.32 per mile)
- travel for TCCY trainings

10. ADDITIONAL FUNDING INFORMATION:

- No program which conducts, supports, or otherwise participates in the practice of taking juveniles on tours of secure adult correctional facilities, or tactics such as those used in “scared straight” type programs regardless of the source of funding for the activity, will be funded by the Tennessee Commission on Children and Youth.
- Formula grant funds may be used to supplement or increase the level of state, local funds, or other non-federal funds, but may not be used to supplant those funds. Simply, federal funds may not be used to replace funds from other sources.
- Funding of positions and salaries will be reviewed on a case-by-case basis. The Commission reserves the right to fund salary amounts it feels are consistent with the duties of the position. The allowable amount for fringe benefits is 30% of the salary amount.
- All travel by project staff must follow current State of Tennessee Regulations. The grant application should include all anticipated out-of-state travel, with justification of why the travel is necessary or enhances the ability of the grantee to meet stated objectives.
- All applicants for Federal funds must complete the Certified Assurances (see Appendix 4) and must comply with Title VI guidelines regarding non-discriminatory practices for staff and program participants.

11. TITLE V EVALUATION:

Title V subgrantees are required to include an evaluation plan in their grant application. The plan must also include a local evaluator that can be either in-house or contracted. Subgrantees must set aside a specific percentage or value of the Title V grant award for evaluation in their budget.

12. CONFIDENTIALITY:

All records of youth served must be collected and maintained in a manner to ensure the protection of the juveniles' rights to privacy and confidentiality.

13. REIMBURSEMENT PROCEDURES:

(a) **All payments to grantees are made on a reimbursement basis only. No advance payments are allowed. Each grantee must have direct deposit. No payments will be made by cash or check.**

(b) Claims for reimbursement must be submitted at least quarterly. A quarterly claim will not be paid until the corresponding progress report is received and approved.

14. PROJECT PROGRESS REPORTS:

Each grantee shall submit a quarterly progress report. The purpose of the project progress report is to determine progress and/or deficiencies of subgrantees in meeting the goals and objectives of the grant.

15. PROJECT SITE VISITS:

Staff will make an on-site visit at least once a year to subgrantees receiving Title V Funds. The purpose of the site visit is to provide technical assistance to ensure that projects are doing well and meeting stated goals and objectives.

16. MONITORING:

Each project will be monitored by the Department of Finance and Administration. The monitor may examine claims for reimbursement, fiscal records, program records, personnel records, and other records if needed. Each continuation grantee must include with their application a copy of their Program Accountability Report (PAR), which is completed by Department of Finance and Administration after their monitoring review.

Appendix I

APPEALS PROCESS

Criterion for Appeal:

Appeals will be considered only if The Commission failed to follow established guidelines to assure fairness and uniformity for all applicants.

Procedures for Appeal:

The awarding of Title V Grant funds from OJJDP is a discretionary act by the Tennessee Commission on Children and Youth. The Commission strives however, to assure that appropriate factions within state and local government, as well as private individuals and agencies, are informed of the availability of funds and have an opportunity to make application for the funds.

Established Guidelines, TCCY developed the following procedures to assure fairness and uniformity in the following areas:

- Announcement of availability of funds;
- Training in grant writing;
- Acceptance of grant applications;
- Review of grant applications; and
- Notification of approval/disapproval of applications.

These procedures are adopted by TCCY and reviewed periodically for update and revision. Copies of the procedures can be obtained from the TCCY office.

Therefore, the decisions of TCCY relative to the approval or disapproval of grant funds shall be final, except for the above mentioned criterion.

If the applicant feels that sufficient evidence can be shown to support the criterion, an appeal may be filed **in writing within ten (10) working days** of notification of approval/disapproval of the grant application. TCCY staff shall stamp the appeal with the date and time of receipt. TCCY staff, as designated by the Executive Director, shall review the appeal and investigate to determine if the evidence presented in the appeal has merit.

If the appeal is found to be of merit by the staff committee, the grant shall be scheduled for review by the Grant Review Committee of the Commission. This review shall take place prior to the next regularly scheduled TCCY meeting and the recommendation of the Grant Review Committee shall be discussed as an agenda item at that meeting. The decision of the Tennessee Commission on Children and Youth on the appeal shall be final, with no further appeal.

Appendix II

TITLE V PROJECT APPLICATION CHECKLIST

- _____ 1. Face Sheet (Form CY-0099)
- _____ 2. Detailed Budget
- _____ 3. Budget Narrative (not more than 2 pages)
- _____ 4. Project Narrative (8 typewritten pages or less with minimum type size 12, **DO NOT CAPITALIZE ALL WORDS**)
 - _____ a. Description of program development/need for project
 - _____ b. Project implementation plan
 - _____ c. Project evaluation plan
 - _____ d. Project personnel
 - _____ e. Past Accomplishments
 - _____ f. Future funding strategies
- _____ 5. Current support letter from Juvenile Court Judge is enclosed.
- _____ 6. Certification Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements.
- _____ 7. Certified Assurances.
- _____ 8. Current support letters from two (2) key community leaders involved with this project in a collaborative role are included in the appendix.
- _____ 9. Summary of risk and resource assessment form (**Use attached form**).
- _____ 10. List of Current Prevention Policy Board (PPB) Members (**Use attached form**).
- _____ 11. Original Local Three-year Comprehensive Delinquency Prevention Plan approved by PPB (**signature of PPB presiding officer required**). Continuation applicants should include an approved update on their original plan.
- _____ 12. Continuation applicants should include a copy of their Program Accountability Report (PAR).
- _____ 13. Application is stapled in upper left corner or secured with a heavy duty binder clip. (**No rubber bands, paper clips, report covers, notebooks, binders, or professional binding of any kind**).

Appendix III

Insert Face Sheet (Form CY-0099)

**INSTRUCTIONS FOR COMPLETING
FEDERAL JUVENILE JUSTICE GRANT APPLICATION
TITLE V FACE SHEET**

Failure to accurately complete all information and comply with all instructions jeopardizes consideration of this grant. There should be no blanks on the Face Sheet (CY-0099), except those designated for TCCY USE ONLY.

1. Enter name, address, and telephone number of local unit of government that will administer project.
2. Enter the name and title of the person who is the head of the agency listed as applicant.
3. Enter the name and title of the person who will be responsible for financial matters relating to the project, such as accounting and financial reports, and who will be authorized to sign requests for reimbursement of expenditures.
4. Enter the name, address, and telephone number of the department within the local unit of government or private non-profit organization which will actually be responsible for implementing the project (e.g., local unit of government, Juvenile Court, etc.).
5. Enter the name, address, and telephone number of the person who will be charged with the responsibility for implementing and operating the project.
6. Check whether this application is for an **Initial** (first year) **year or Continuation** project. If this is a Continuation project, put the previous grant number on the line provided. **THIS BLOCK MUST BE COMPLETED.**
7. Indicate project beginning and ending dates.
8. Number all pages in the application and enter the total number of pages on the line provided.
9. Enter the formal **Project Title** which is brief and descriptive (preferably not exactly the same as the Program Category Title).
10. Present a brief summary of the project. Indicate the number of youth to be served, explain the project operation, and how the project will accomplish its objectives. Fill in the number of children your project will serve over a one year period. Please limit your response to the space provided.
11. Enter the total number of full-time and part-time employees in the implementing agency.
12. Enter the **Federal Identification Number** for the applicant.
13. Enter the total funds proposed to be spent on the project by the six major budget categories as described in the **Detailed Budget**. **Cash or in-kind match** (equal to 50% of **requested federal amount**) must be indicated in the columns provided, as well as the **total budget**. (Specific explanation of **in-kind match** must be provided in the budget narrative).
14. The application must be signed by the person identified in Item 2 above. The signer must be duly authorized to enter into a contract, or to contractually obligate funds on behalf of the local unit of government. The signature appearing on the application should be the same as will appear on the Grant Award accepting the funds on behalf of the subgrantee. The application should be dated when signed and the appropriate title of the signer should be in the space provided. **The signature must be an original (not a stamp) and in blue ink.**

The application must also be endorsed by the head of the implementing agency; e.g., the Juvenile Court Judge if the County Executive is submitting an application for a project to be implemented by the Juvenile Court. The signer should be the head of the agency identified in Item 4 above.

Insert Detailed Budget Form
(page 2 of form CY –99)

**INSTRUCTIONS FOR COMPLETING
FEDERAL JUVENILE JUSTICE GRANT APPLICATION
TITLE V DETAILED BUDGET**

1. **GENERAL:**

The **DETAILED BUDGET** should be completed for each applicable major budget category for which funding is requested. For each item listed within a category, indicate the amount of money allocated for that line item, including the **federal amount requested, cash match, in-kind match, and total budget** for the line item.

DO NOT WRITE under the **APPROVED BUDGET** heading as this is for Tennessee Commission on Children and Youth use only. The last line at the bottom of the page represents summary budget. Use only whole dollar figures. BUDGET ITEMS SHOULD BE ROUNDED OFF TO THE NEAREST DOLLAR. Do not complete the space marked **APPLICATION NUMBER** as this will be assigned by the Tennessee Commission on Children and Youth.

2. Enter the figures on the **DETAILED BUDGET** form. If additional space is necessary, please continue on plain white paper clearly specifying the category.

3. **SPECIFIC BUDGET CATEGORIES:**

A. Personnel:

1. **Salaries:** Include title, annual salary and percentage of time devoted to the project.
2. **Fringe Benefits:** List each type benefit included and the total cost allowable to employees assigned to the project. The maximum percentage of salaries allowable for fringe benefits is 25 percent.

B. Equipment: Each item of equipment to be purchased should be listed showing quantity and unit cost.

C. Travel: Itemize travel expenses of project personnel and programmatic travel showing purpose and number of trips expected. Indicate local and out-of-state travel separately. Travel reimbursement must conform to state travel regulations.

D. Training: Itemize training costs, indicating training/seminar tuition, registration fees, and materials costs. Travel associated with training should be included under "C. Travel". The Budget Justification should include the need for training, who will be trained, and the source(s) of training.

E. Consultants and Contracted Providers: List by type, name, fee, and other expenses per engagement for the project.

F. Supplies and Operating Expenses: List all items within this category by major types (e.g., supplies, postage, utilities, communication, etc.).

G. Budget Totals: The total project budget should be the sum of the category totals of all individually listed budget items.

**INSTRUCTIONS FOR COMPLETING
FEDERAL JUVENILE JUSTICE GRANT APPLICATION
TITLE V BUDGET NARRATIVE INFORMATION**

1. Budget Narrative:

A. Budget Justification:

1. One (1) page is preferred, not more than two (2) pages.
2. Provide a narrative justification for EACH item requested by budget category. Explain the purpose and necessity of each specific expenditure. If travel is included specify who will travel, where, why, and the specific costs (mileage, hotel, meals, etc.) per trip.
3. Indicate the projected number of youth to be served during the proposed fiscal year. Calculate the cost-per-participant and address the cost-effectiveness of this project.
4. Indicate the percentage or amount of grant funds that will be used for evaluation.
5. If this project is approved, the applicant will be required to complete forms authorizing direct deposit of reimbursement.

B. Cash or In-kind Match:

1. Cash or In-kind Match equivalent to 50 percent of the requested amount is required. For each line item, indicate the source of any cash or in-kind match. Provide specific information to show how you calculated the value of all in-kind match. **(Careful documentation of expenditures, time sheets, and value of services provided must be maintained for audit purposes. The Federal requirement for maintenance of records is three years from the final report.)**

C. Future Funding Strategies:

1. Explain how project will be funded after TCCY funding ends.

PROJECT NARRATIVE:

INSTRUCTIONS: Please label each section by heading and present the required information. Limit the narrative to eight (8) typewritten pages or less. **All pages must be typed, numbered, and in the specified order (see checklist).**

A. Background/Need:

1. Describe the nature, scope, and degree of the problem in the target area; use local data/statistics if applicable. Identify the risk factors identified in your risk and resource assessment.
2. Describe how the proposed project will address the problem(s) in #1 above. Identify the protective factors identified in your risk and resource assessment. Specify the protective factors the proposed project will provide.
3. Describe how this project fits into the overall objectives of Title V of the federal Juvenile Justice and Delinquency Prevention (JJDP) Act.
4. Describe how this project will assist the Tennessee Commission on Children and Youth (TCCY) in maintaining compliance with the JJDP Act.
5. Describe the replication possibilities of this project.

B. Project Implementation:

1. Describe your target population and clearly state the method used for determining the target population and the number of youth to be served including:
 - (a) How you will provide culturally focused services for minority youth.
 - (b) Describe the gender-specific services for females that will be provided.
2. Goals: should be expressed in a way that makes it clear that their fulfillment will lead to a solution to the problem.
 - (a) Describe the goal(s) of this project in terms of its impact on the community.
 - (b) Describe your strategies for achieving the project's goals. (Explain your rationale.)
 - (c) Describe your capability to implement the project's goals.
3. Objectives: are more specific statements about what the program hopes to accomplish and therefore help to make the goals more concrete.
 - (a) Describe how this project will be implemented. Make sure all objectives are time bound and measurable.

Specify your objectives in measurable terms regarding participant outcomes.

Develop an annual work plan. Using a quarterly format, list specific activities to be done and the responsible personnel. Using this format one should be able to see exactly what you will do each quarter.

(b) The quarters are:	1st quarter	July - September
	2nd quarter	October - December
	3rd quarter	January - March
	4th quarter	April - June

4. Describe why you believe the quantified goals and objectives of the project are realistic. How reasonable is the amount of work outlined in the annual work plan in consideration of the available project personnel proposed?

5. Describe how this project will fit into the community and relate to other community resources. Explain how project personnel will interface with other grantees, the TCCY Regional Councils, and the Governor's Prevention Initiative for Children.
6. Provide the address and telephone number for each site where project activities will occur.

C. Project Evaluation:

1. List local evaluator(s) for project.
2. Describe how the project's effectiveness will be evaluated. Include any evaluation forms that are already developed as an appendix to this application.
3. Describe the evaluation, data collection, and analysis procedure that will be used to assess the project's impact on the community, participant outcomes, and the effectiveness of program activities, procedures and processes.
4. Describe how program results will be shared with TCCY, the community, the juvenile justice system, other agencies, and the public.

D. Project Personnel: If this is a continuation project and no new personnel have been hired, just include the statement that the same personnel have continued with this project and then skip to section E.

1. For each job title funded by the project include the following:
 - Job title
 - Percent of time spent on this project (If less than 100% of a 40 hour week, describe other agency responsibilities of this person)
 - Job responsibilities
 - Job qualifications (education and experience)
2. If staff is known, include the name and a brief summary of education and experience; if staff is to be recruited, include recruitment strategies.
3. Describe other personnel who will be involved with the project, but who will not be paid from the project budget.
4. Include an organizational chart indicating how the project will fit into the overall management scheme of the agency; describe lines of supervision for project staff.

E. Past Accomplishments:

1. All projects must include a succinct list of past accomplishments within the 8 page narrative. Do not include copies of newspaper articles, testimonials, etc.
2. For continuation projects, goals and objectives from the previous year, which were not met, must be identified, and an explanation for why they were not met must be provided.
3. If this is an application for a new project describe other programs developed by the agency, funding obtained, and outcomes achieved.

Appendix IV

ASSURANCES

The Applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements—28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project. Also the Applicant assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et seq.)
4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or give the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal Sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed in the Environmental protection Agency's (EPA-list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that had been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. It will comply, and assure the compliance of all its subgrantees and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1; and all other applicable Federal laws, orders, circulars, or regulations.
12. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
13. It will comply, and all its contractors will comply, with the nondiscrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans With Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C, D, E, and G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.
14. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.
15. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
16. It will comply with the provisions of the Coastal Barrier Resources Act (P.L. 97-348) dated October 19, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

Signature

Date

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above assurances.

1. Grantee Name and Address:

2. Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a

public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about—

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check ☐ if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check ☐ if the State has elected to complete OJP Form 4061/7.

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620—

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 Seventh Street NW., Washington, DC 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date



**State of Tennessee
Tennessee Commission on Children and Youth
Title V Grants
Certified Assurances**

Applicant agrees that no person, including prevention policy board members, project staff, and participants, on the basis of race, color, national origin, age, or handicap, will be excluded from participation in, be denied the benefits of, or be subjected to discrimination under the program receiving Federal Title V funding.

Signature of Authorized Official

Applicant agrees to employ culturally sensitive and competent staff and to ensure that ongoing training is provided.

Signature of Authorized Official

Applicant agrees to comply with all requirements of the Americans with Disabilities Act (ADA).

Signature of Authorized Official

Applicant agrees to maintain the confidentiality of all records of youth involved with the project and to keep such records in a secured location with limited access.

Signature of Authorized Official

Title V, Certified Assurances
Page 2

Applicant agrees that project staff will interact with the TCCY Regional Coordinators, including participation with the Regional Council.

Signature of Authorized Official

Applicant agrees to make a presentation to the Tennessee Commission on Children and Youth relative to the progress and activities of the project, if requested.

Signature of Authorized Official

Applicant agrees that Federal Title V funds will not be used to supplant local, state, or other funding which has been decreased or discontinued.

Signature of Authorized Official

Applicant assures that a Prevention Planning Board has been convened prior to submission of this application, has developed and approved the application, and will be the decision-making body for the implementation of this project; and that a complete list of PPB members has been completed using the form provided in this application.

Signature of Authorized Official

Risk and Resource Summary

- A.** List top five (5) risk factors for targeted area (risk factors are defined as those conditions that increase the likelihood that a child will develop one or more behavior problems in adolescence):

1. _____
2. _____
3. _____
4. _____
5. _____

- B.** Describe your targeted population:

- C.** Describe your targeted community:

- D.** List five (5) resources in targeted area (resources are defined as specific entities, services or activities of existing organizations and institutions in place to reduce risk):

1. _____
2. _____
3. _____
4. _____
5. _____

- E.** Identify your community's priority risk factors and gaps in resources to be addressed:

- F.** Describe how risk factors will be tracked over time.

Prevention Policy Board Membership

	NAME	Under 21 Y or N	Occupation	Agency/Organization
1.				
2.				
3.				
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